

**WEST KERN COMMUNITY COLLEGE DISTRICT
MINUTES OF THE BOARD OF TRUSTEES**

REGULAR MEETING

October 18, 2023

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:01 p.m. by Secretary Kathy Orrin and trustees Mike Eveland and Jeremy Gregory were also in attendance. President Billy White and trustee Dawn Cole were absent. Interim Superintendent/President Brock McMurray and Executive Secretary Sarah Criss were in attendance.

PUBLIC COMMENT ON CLOSED SESSION ITEMS

No comments were made.

CLOSED SESSION

At 5:02 p.m. it was moved by Trustee Gregory, seconded by Trustee Eveland and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
Title: Superintendent/President
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- D. Conference with Labor Negotiators (Government Code section 54957.6)
Agency Designated Representative: Superintendent/President
Employee Organizations: TC Faculty Association, CSEA Chapter #543 &
Management/Supervisory/Classified Confidential Employees
- E. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
- F. Conference with Legal Counsel – Potential Litigation, Pursuant to Govt. Code Section 54956.9
1 Case Related to Office for Civil Rights (OCR) Complaint No. 09-21-2010
- G. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)

RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION ACTIONS

At 5:56 p.m., it was moved by Secretary Orrin, seconded by Trustee Gregory and unanimously carried, to reconvene in Public Session. Secretary Orrin announced that the Board took action on Closed Session Agenda Item F by a unanimous vote of 3-0, with Trustees Orrin, Eveland and Gregory voting yes to accept a resolution agreement for Office for Civil Rights Complaint No. 09-21-2010. The action was on a motion by Trustee Gregory and was seconded by Trustee Eveland.

PLEDGE OF ALLEGIANCE

Secretary Orrin led the pledge of allegiance.

PUBLIC COMMENT ON OPEN SESSION ITEMS

There were no public comments.

GENERAL COMMUNICATIONS

Mr. McMurray shared a letter from alum Jeff Sorg. Mr. Sorg visited the College before attending the Cougar Cookout. He sang a song he wrote for the Child Development Center. Mr. Sorg is a accomplished musician who has a career in children’s music.

DISCUSSION/ACTION – Presidential Search

- A. Selection of Search Committee Chair
- B. Selection of Foundation Board Representative on Search Committee
- C. Selection of Community Representation on Search Committee
- D. Superintendent/President Position Announcement Review

Consultant Dr. Will Lewallen, Community College Search Services, stated that the full Search Committee roster will be approved at the November Board of Trustees’ meeting but that a Search Committee chair needs to be included on the roster. Secretary Orrin said the Board prefers the Chair to be a third-party to reduce conflict of interest and bias. The Board asked Dr. Lewallen to serve as the Search Committee chair.

For the selection of a Foundation Board Representative and Community Representatives, the Board submitted names to the Superintendent/President’s office. The multiple name submissions led to two clear Community Representatives and one Foundation Board Representative. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously approved, the Board directed Mr. McMurray to contact the three people to confirm their commitment to the Search Committee.

Dr. Lewallen reviewed a draft of a Superintendent/President position announcement. The language was discussed and it was noted that three years of experience under the minimum qualifications be noted to show an equivalent level. Dr. Lewallen will gather feedback at a Town Hall from the campus and community. He reminded the Board of the process to gather references from applicants.

APPROVAL OF MINUTES

On a motion by Trustee Eveland, seconded by Trustee Gregory and unanimously carried, the minutes of the Regular meeting held September 13, 2023 and the Special meeting held September 13, 2023 were approved.

NEW BUSINESS

First Reading – Memorandum of Understanding Between Taft College Faculty Association (“TCFA/CTA/NEA”) and West Kern Community College District regarding Memorializing the District and TCFA’s Intent to Continue to Utilize Interest Based Bargaining as the Means for Negotiation; Effective July 1, 2023

Mr. McMurray informed the Board that the Interest Based Bargaining process had been used by the District for over 30 years and that this is not a change in practice. This will memorialize the practice in the Collective Bargaining Agreement.

Second Reading and Request for Approval – Board Policy Revision – BP#5040 – Student Records, Directory Information, and Privacy

Mr. McMurray said that this revision is aligned with CCLC Policy and Procedure recommendations to meet current law. On a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously approved, the revision was approved (copy attached to official minutes).

First Reading – Board Policy Revision – BP #7380 – Retiree Health Benefits – Academic Employees

Mr. McMurray said that this revision notes that benefit information is bargained for and can be found in the current Collective Bargaining Agreement. This removes the need to duplicate information in multiple documents and lowers the risk of error.

First Reading – Board Policy Revisions

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| BP #2330 | Quorum and Voting |
| BP #2340 | Agendas |
| BP #2365 | Recording |

Mr. McMurray said that these revisions are aligned with CCLC Policy and Procedure recommendations to meet current law.

CONSENT AGENDA:

- E. Request for Ratification – Memorandum of Understanding (MOU) between West Kern Community College District (WKCCD) and Taft Union High School District (TUHSD) Dual Enrollment Program and Concurrent Enrollment Program 2023-24
- F. Request for Ratification – Memorandum of Understanding (MOU) between West Kern Community College District (WKCCD) and West Kern Adult Education Network (WKAEN) Emergency Medical Technician (EMT) Partnership Program
- G. Request for Ratification – Memorandum of Understanding between Taft College and West Kern Adult Education Network – TIL Program
- H. Request for Approval – Children’s Center Authorization to Proceed with Continued Funding Applications for FY 2024-25
- I. Information Item – Use of Proposition 55 Education Protection Account (EPA) Funds for FY 2023/2024
- J. Request of Approval – Purchase of 4510 (5x10) Plasma Cutting System; \$54,653.26
- K. Request for Approval – Purchase of Seven (7) Dynasty Wireless Foot Control Machines; \$52,662.79
- L. Request for Approval – Contract with Strate Information Group (SIG) for Consulting Services for Financial Aid during the 2023-2024 Academic Year; Up to 240 Hours; \$40,800.00
- M. Request for Ratification – Modern Campus USA Inc. Agreement for Signal Vine Texting Message Platform Services; 10/1/23 – 9/30/24; \$19,090.00
- N. Request for Approval – Purchase of Alpha Table, 97-Piece Fixture Kit, and Leg Brace Assembly; \$12,518.87
- O. Request for Approval – Sinclair Broadcast Group Digital Agreement One-Month Extension – September 2023; \$7,500.00
- P. Request for Approval – 2023-2024 Synapse Laserfiche LSAP Software Support Renewal; 11/28/23 – 11/27/24; \$4,343.70

- Q. Request for Ratification – Agreement between the Chabot-Las Positas Community College District on behalf of its California Early Childhood Mentor Program and Taft College; 7/1/23 – 6/30/24
- R. Request for Ratification – Agreement with the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC); 9/1/23 – 6/20/24
- S. Request for Ratification – Contract for Professional Services with Chris Ruiz for Webmaster Services for the Taft College Athletics Programs/Website for the 2023-24 Academic Year; 8/1/23 – 5/31/24; \$500.00 per Month
- T. Request for Ratification – West Side Recreation and Parks District Facility Use Agreement – Natatorium; Through December 15, 2023
- U. Ratification of the September 2023 Vendor Check & Purchase Order Registers

On a motion by Trustee Eveland, seconded by Trustee Gregory and unanimously carried, items A-Q were approved (materials related to the items are attached to official minutes).

PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST

There were no comments.

EMPLOYMENT

On a motion by Trustee Gregory and seconded by Trustee Eveland, the Employment Items below were approved by the following vote (Employment Items A - C are attached to official minutes):

- A. Academic Employment
- B. Classified Employment
- C. Separations

Yes: Mike Eveland, Dr. Kathy Orrin, Jeremy Gregory

No: None

Abstain: None

Absent: Dawn Cole and Billy White

REPORTS

Financial Reports

The financial reports listed on the page following were presented for information (copies attached to official minutes).

Financial Reports (for information):

1. Revenue Accounts (Account Level 1) FY 2023/24
2. Expenditure Accounts (Account Level 1) FY 2023/24
3. Expenditure Detail of \$10,000.00 or Greater, September 2023
4. Student Organization and Special Accounts, September 2023
5. Funds Deposited in County Treasury, September 2023
6. Employee Travel Report – September 2023

Trustee Reports

Trustee Gregory said he attended the Cougar Cookout for the first time and was impressed by the Honor Flights as well as the sponsorship of additional flights during the event. He added that recently he had visited the Café for lunch and was pleased to see high school staff and students there to eat, noting that it builds a bridge to help the students be more comfortable on the College campus.

Trustee Eveland shared feedback from the Associate of Community College Trustees national conference held in Las Vegas. He stated the information showed colleges may have unique situations but also have a lot of common goals and obstacles.

Associated Student Organization

Jay Cuevas, Student Trustee, reported on ASO activities that included Hispanic Heritage month. A food tasting event was held with cultural facts shared relevant to the food served. The awareness campaign ended with a popular tamale making event and fashion show.

Academic Senate

Candace Duron, Academic Senate (AS) President, shared resolution language in relation to academic honesty and artificial intelligence. The AS are working with the Vice President of Student Services to potentially include in the Student Handbook. The Board commended faculty for addressing the issue as the use of AI increases.

Instruction

Dr. Leslie Minor, Vice President of Instruction, said staff are preparing for registration and drafting the spring schedule. There is work being completed on a number of Chancellor Office initiatives and grant work focusing on career readiness. Dr. Minor shared professional development opportunities being hosted by herself and by Distance Education Coordinator Jon Farmer.

Jaime Lopez, Associate Dean of Instruction, gave an update on dual enrollment offerings. Enrollment figures this fall are double from the previous year. Staff are considering expansion of offerings. Mr. Lopez has submitted an application for federal funding for dual enrollment that would assist in courses with career development concentration.

Ms. Duron shared that the Student Trustee from 2022-23, Chelsie Kim, is successfully attending UCLA and doing well.

Student Services

Dr. Damon Bell, Vice President of Student Services, and staff have worked numerous outreach events and are completing tasks to support enrollment. Now that staff have gotten students enrolled they are shifting some effort to maintaining student success. Dr. Bell thanked the Board for the approval of Signal Vine, a tool that will allow staff to conduct outreach via text messaging.

Cecilia Alvarado, Dean of Student Services, reported on work with students developing education plans, outreach for DACA week, the announcement of a UC Los Angeles field trip for future transfer students, and work to host other transfer events in person and through Zoom. Staff are preparing to hold an open house event at the Veteran's Center.

Foundation

Dr. Sheri Horn-Bunk, Executive Director, thanked the Board and staff who attended the Cougar Cookout. She reported an additional \$13,000 was raised for additional Honor Flight sponsorships. There were 514 people served at the Cookout, which also honored Les Clark, Jr. and Les Clark, III with the Community Spirit award. The Foundation has solidified 7 summer internship opportunities for engineering students and will again work to offer the pre-nursing/healthcare internship program that was successful this summer.

Administrative Services

Dr. Todd Hampton, Vice President of Administrative Services, said that the annual 311 attendance report was submitted on time and field work to begin the annual audit was completed. Dr. Hampton also said that we were awarded \$2.5 million grant that will assist in demolition/site abatement work for the vocational education building.

Transition to Independent Living

Aaron Markovits, Executive Director of TIL, thanked the Board for approving the West Kern Adult Education Network agreement that will provide opportunities for TIL students to expand career skills. Staff have been enrolling and recruiting students for the 2024-25 academic year and are also working with students to host a Halloween haunted student lounge for the community. Staff from Riverside Community College visited and are considering building a similar program. Mr. Markovits said that recent legislation to make 4-year institutions more inclusive recently passed and he is working to support similar legislation for 2-year institutions.

Information Technology/ Institutional Research

Dr. Xiaohong Li, Vice President of IT/IR, and Administrative Services are completing the process to obtain a consultant for updating the Educational Master Plan. The EMP is a 10-year long-term plan that drives planning for the District. Dr. Li also informed the Board that the server update that is in process was impacted by the claw back of funding from the state budget. She is working with administration to strategically fund the project.

SUPERINTENDENT REPORT

Mr. McMurray recognized Financial Aid Director Barbara Amerio as the employee of the month. He shared events that Board and administration recently attended such as the Kern Economic Development Corporation annual dinner, a Dental Hygiene casino night fundraiser, a Diversity Equity Inclusion Accessibility (DEIA) in Action Institute, and the annual Taft Union High School Oil Technology Academy barbecue. Mr. McMurray said that campus events included Cogie's Magnificent Marketplace TIL fundraiser event, the 13th annual Cougar Cookout, the launch of a Kiwanis International Circle K Club, and Hispanic Heritage tamale making event. The Cougar Cookout was a huge success with over 500 attendees, four Honor Flights sponsored, the honoring of Les Clark, Jr. and Les Clark, III as Community Spirit award winners, and MESA program donation from Aera Energy. Mr. McMurray shared with the audience feedback from the ACCT trustee conference, noting that the event is attended by 1900 administrators and trustees from across the nation. The days are long and filled with meetings and sessions to educate trustees in legislation and current issues in higher education.

NEXT MEETING

The next monthly meeting is scheduled for Wednesday, November 8, 2023.

CONTINUATION OF CLOSED SESSION

There was no continuation of closed session.

ADJOURNMENT

At 7:37 p.m., on a motion by Trustee Gregory, seconded by Trustee Eveland and unanimously carried by roll call vote, the meeting was adjourned.

Respectfully Submitted:

Dr. Kathy Orrin, Secretary